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NASA Procedural Requirements

NPR 4300.1A

Effective Date: July 19, 1999

Expiration Date: July 19,
2011**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: NASA Personal Property Disposal Procedural Requirements (Revalidated 2/17/06 with Change 1)

Responsible Office: Logistics Management Division[| TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [Chapter8](#) | [Chapter9](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [ALL](#) |

APPENDIX C

ANNUAL REPORT OF EXCHANGE/SALE TRANSACTIONS

NASA Center: _____

page 1 of 2

Report Period:MM/DD/YY throughMM/DD/YY

Part I: Exchange/sale transactions (Excluding exchange/sale transactions listed in sections II and III below.)

EXCHANGED					SOLD		
	FSC Group	Line Items	Original Acquisition Cost	Exchange Allowance	Line Items	Original Acquisition Cost	Sales Proceeds
Domestic:	16	10	85,649	19,760	0	0	0
	36	0	0	0	5	581,305	50,398
	66	5	12,325	4,600	0	0	0
	70	100	1,210,550	430,000	6	80,073	30,300
	74	15	27,786	2,998	0	0	0
Foreign:	70	50	595,312	119,830	0	0	0
Part I Total		180	1,929,622	577,188	0	661,378	80,698

Part II:

Property acquired from any source other than new procurement that was subsequently exchanged or sold after being placed in official use for less than one year.

EXCHANGED					SOLD		
	FSC Group	Line Items	Original Acquisition Cost	Exchange Allowance	Line Items	Original Acquisition Cost	Sales Proceeds
Domestic:	None	0	0	0	0	0	0
Foreign:	None	0	0	0	0	0	0
Part II Total		0	\$0	0	0	\$0	0

ANNUAL REPORT OF EXCHANGE/SALE TRANSACTIONS

NASA Center: _____

page 2 of 2

Report Period: MM/DD/YY through MM/DD/YY

Part III:

Historical Items

EXCHANGED					SOLD		
	FSC Group	Line Items	Original Acquisition Cost	Exchange Allowance	Line Items	Original Acquisition Cost	Sales Proceeds
Domestic:	None	0	0	0	Historical items cannot be sold under exchange/Sale		
Foreign:	None	0	0	0			
Part III Total		0	\$0	\$0			
Grand Total		180	\$1,929,622	\$5,5776,188	11	\$661,378	\$80,698

PART IV - Cost of Sales

Provide the cost to NASA for the sale of NASA property sold in Part I and II above. Cost include both government and contractor hours and associated tasks to complete the following:

\$ 10,000 - Clerical - data input, duplication, preparing invitation for bids and receipts.
\$ 20,000 - Contract Administration - Sales Contracting Officer and Collection Officer(s).
\$ 2,600 - Advertisement - flyers, electronic notices, newspapers, Commerce Business Daily
\$ 40,000 - Warehousing - pulling and lotting, removing tags and markings, registration,
auctioneer, recorder, scheduling pickup, testing and set ups of computers,
inventory, property removal.
\$3,000 - Security - gate house registration, guard during collection periods.
\$5,000 - Supervision - management oversight.
\$100,600 - Total Cost of Sales

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PART V - Remarks

Federal Supply Classification Group 16, aircraft components and accessories listed in Section I of this report were exchanged

~~(trade-in)~~ to the manufacturer in order to acquire replacement parts for NASA Boeing aircraft B-747 and KC-135. Reference GSAS, approved deviation, May 1, 19914, for federal supply classification group 16 items and these NASA aircraft .

Signature - Property Disposal Officer Date Prepared

Instructions for preparing the Annual Report of Exchange/Sale Transactions and proper recording of typical disposal actions are as follows:

In "Part I: Exchange/sale transactions," the data shall be separated into two geographic categories, "domestic" or "foreign." The data in Part I should not include transactions involving books and periodicals from NASA libraries or data listed in Part II or III of this annual report. Show the 2-digit Federal Supply Classification Group and the total original acquisition cost of property exchanged along with the exchange allowance received. Show the

2-digit Federal Supply Classification Group and the total original acquisition cost of replacement property sold along with the sales proceeds received. If the GSA combines several property items with different Federal supply classification groups into one sales lot, no attempt should be made to separate classification groups. For each mixed Federal Supply Classification Group sale lot place a sequential alpha character (e.g., a, b, c) in the Federal Supply Classification Group column, enter the total original acquisition cost and sale proceeds for the entire lot. On the report enter a narrative in "Part V - Remarks" listing all the Federal Supply Classification Groups on that sales lot. Place an asterisk next to the Federal Supply Classification Group for any items processed as an exchange/sale transaction that are ineligible. Any such transactions will be fully explained in the "Part V - Remarks" section of this annual report, including a reference to the appropriate GSA approved deviation granting approval for the transaction.

In "Part II: Property acquired from any source other than new procurement," property subsequently exchanged or sold after being placed in official property acquired as unconditional gifts or excess from other Federal agencies that were replaced prior to completion of active use for 1 full year. Show the 2-digit Federal Supply Classification Group and the total original acquisition group and the total original acquisition cost of property exchanged along with the exchange allowance received. Show the 2-digit Federal Supply Classification Group and the total original acquisition cost of replacement property sold along with the sales proceeds received. If the GSA combines several property items with different Federal Supply Classification Groups into one sales lot no attempt should be made to separate the proceeds among the various Federal Supply Classification groups. For each mixed Federal Supply Classification Group sale lot, place a sequential alpha character (e.g., a, b, c) in the Federal Supply Classification Group column, enter the total original acquisition cost and sales proceeds for the entire lot. On the report, enter a narrative in "Part V - Remarks" listing all the Federal Supply Classification Groups on that sales lot. Place an asterisk next to the Federal Supply Classification Group for any items processed as an exchange/sale transaction that are ineligible. Any such transactions will be fully explained in the "Part V - Remarks" section of this annual report, including a reference to the appropriate GSA approved deviation granting approval for the transaction.

In "Part III: Historical Items," show property that was exchanged and the property was determined to have added value for display purposes because of its historical significance, that is greater than the fair market value of the item for continued use. Show the 2-digit Federal Supply Classification Group and the total original acquisition cost of property exchanged along with the exchange allowance received. Historical item from any Federal Supply Classification Group may be exchanged, on a one-for-one basis, without regard to any similarity restriction or ineligible Federal Supply Classification Group restrictions. Historical items may not be sold under the exchange/sale procedures.

In "Part IV - Cost to Conduct Sales," provide the cost for the Center to conduct each type of sale for property sold in Part I. Cost should include both Government and contractor hours and associated tasks to complete all sales activity listed in appendix C.

In "Part V - Remarks," enter the appropriate narrative explanation for any entry in Parts 1 or 2 of the report for (a) if the GSA combines several property items with different Federal Supply Classification Groups into one sales lot thereby preventing any attempt to identify the proceeds among the various Federal Supply Classification Groups; or (b) for any Federal Supply Classification Group for any items processed as an exchange/sale transaction that are ineligible. For each mixed Federal Supply Classification Group sales lot, place a sequential alpha character (

e.g., a, b, c) in the Federal Supply Classification Group column, enter the total original acquisition cost and sales proceeds for the entire lot. Enter a narrative listing all of the Federal Supply Classification Groups on that sales lot. Place an asterisk next to the Federal Supply Classification Groups on the sales lot. Place an asterisk next to the Federal Supply Classification Group for any items processed as exchange/sale transactions that are ineligible. Any such transactions will be fully explained in the "Part V - Remarks" section of this annual report, including a reference to the appropriate GSA approved deviation granting approval for the transaction.

| [TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) |
[Chapter6](#) | [Chapter7](#) | [Chapter8](#) | [Chapter9](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) |

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